

Department of Ed (School Finance) Web Site Links - Reference Materials to help you complete the Certified Annual Report:

1. Instructions for completing CAR Upload and Web Forms on EDINFO (CAR-Chart of Accounts):
 - o <http://www.iowa.gov/educate/content/view/279/582/1/1/>
2. Uniform Financial Accounting Manual and Appendices main page:
 - o http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=280&Itemid=337
3. Appendix H - (Color-Coded) Quick Reference List to UFA Chart of Account Codes:
 - o http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=280&Itemid=337
4. Excel version of the Web Forms **with COA codes** (TAG, Personnel & Medicaid, etc.):
 - o <http://www.iowa.gov/educate/content/view/279/582/1/1/>
5. Sample Charts of Accounts by Fund:
 - o http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=280&Itemid=337

Ideas on Printing Web Reports:

1. Web Browser Options:
 - o If you use Internet Explorer as your web browser:
 - Go to "View" "Text Size" and choose "Smallest" (or something similar if you use another web browser program).
 - Choose "file, print preview" from the menu.
 - In Internet Explorer the little icon right after the "print" command button is your "page setup" command. If you play around with the portrait/landscape," and sometimes the margins, you can get several of the reports to print on one page.
 - o You may want to look at installing a different web browser on your computer. I talked to our tech person and was told that most of the web browsers are available as free download programs.
 - Mozilla Firefox is one option available as a web browser. This browser will let you scale your report right in the "Print Preview" option. I tried shrinking one report and it did work although it was too small to read.
 - Talk to your tech coordinator or AEA about other browser programs that may be available (Netscape and AOL Explorer are examples).
2. Another option to try is to see if your printer has a setting that will allow you to shrink your page. I found mine after I selected the "File, Print" (in the browser menu), then selected the printer I wanted to use, then "Preferences" button and then "Advanced" button. My printer has an option that will allow me to scale the form by percentages before printing.
3. Finally, you could "select all" (in your browser "edit" menu) and right click and "copy" and then "paste" the form to an excel or word file; then edit to see if you can get something a little more "friendly" looking. This one would take some time; but it does allow you more flexibility and probably would give you the nicest looking report.

Steps to Certify the CAR:

1. Complete all Required Forms (Forms 1, 2, 3, 8, & 9). You must finalize each Required Form by opening the form and processing the "Update" button.
2. Complete the optional forms (Forms 4, 5, and 6) that apply to your district.
3. Return to Screen 10 - Certification screen. Screen 10 will indicate "Completed" in the Form Status column for each form that you have updated.
4. Make sure your contact information is entered. Again process the "Update" button on the Certification screen.
5. When all required forms have been completed and your contact information has been entered and updated the "Certify" button will appear. Hit it and you will be done!